

Assistant Administrator – Driver Records

Driver Policy and Programs

Washington Management Service, Band 2

Olympia, Washington

Starting Annual Compensation is up to \$74,000 (DOQ)

Open until Filled*

*Applicant screening will begin immediately and will be ongoing. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time during this recruitment. ***It will be to the applicant's advantage to submit materials as soon as possible.***

MISSION

One vision, one voice - working together for a safer Washington

VISION

Great people, great service - excellence every time.

ABOUT DOL

◇DOL is the 2nd largest revenue generating agency in the state collecting over \$1.9 billion annually in fees and taxes on fuel and vehicle related services. More than 85 percent of state funding for Washington's transportation typically comes from revenue DOL collects on behalf of the state.

◇DOL employs more than 1,300 people in various locations throughout the state of Washington.

To learn more about DOL check out our [website](#).

WHY WORK AT DOL?

At DOL we hire the brightest and most committed people that we can get our hands on. Once aboard, we do our best to keep them here by encouraging personal and professional growth. Some of the benefits of working at DOL are:

◇Great people and great leadership equal a great place to work! DOL employees are some of the finest that state government has to offer. We enjoy a reputation of being an industry leader. We make sure each employee is treated fairly and knows how their position contributes to the agencies mission: *One vision, one voice – working together for a safer Washington.*

◇Professional growth opportunities. At DOL we understand the importance of building on the talent we already have. DOL offers a wide variety of professional development training geared towards your individual needs. Because we put special emphasis on training our employees, you can bet there will be promotional opportunities available to you within DOL. No matter what your professional goals are, we'll do our best to help get you there.

THE OPPORTUNITY

The *Driver Records Assistant Administrator* works in concert with the *Administrator* and other team members to assist in strategic planning, policy and procedure development for the entire Unit. The Driver Records Unit consists of seven statewide business areas (Accidents, Suspensions, Reinstatements, Imaging, Citations, Record Updates and Record Requests) and approximately 130 professional staff.

This position is accountable for human resource, financial and performance management; policy and procedure development and implementation; and monitoring operational processes for maximum quality and efficiency. This position will be directly responsible for the management of a number of the statewide business areas within the Driver Records Unit. In addition, the *Assistant Administrator* develops policy affecting statewide driver licensing programs and monitors policy impacts.

The *Assistant Administrator* is charged with ensuring staff accomplishes program objectives accurately and consistently throughout the State. Additionally, the incumbent is responsible for budget development and application, staffing assignments, interviewing and hiring management and supervisory staff. This position is also required to testify on behalf of the department in court proceedings and before the legislature.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

- Knowledge of current management practices including human resources management; and, the ability to effectively apply and communicate those principles,
- Knowledge of strategic planning principles, and the demonstrated ability to implement strategic and operational plans.
- Proven ability to interact effectively and constructively with a wide variety of stakeholder groups with varying interests while fostering and maintaining positive working relationships;
- Demonstrated skills in negotiation, and problem resolution;
- Knowledge and understanding of the legislative process.
- Demonstrated team-orientation with excellent management and interpersonal skills, exhibiting the ability to listen to, understand, analyze, and respond to stakeholder, customer, management, programmatic, and employee needs.



WASHINGTON STATE DEPARTMENT OF LICENSING

◇ We care about and take care of our employees! DOL employees also have access to the [Employee Assistance Program](#) that assists employees and their family members resolve personal or work-related problems at no cost to the employee.

◇ Work life balance. DOL realizes that employee satisfaction leads to improved organizational performance. With up to 12-22 days of paid vacation, 12 days of paid sick leave, 11 paid holidays, and paid military/civil leave, you'll have time to focus on what's most important to you, both in and outside of the workplace.

◇ [Quality healthcare and dental coverage for you and your dependents](#). With four affordable healthcare plans and three free of charge dental plans to choose from, you'll be able to choose the insurance that best fit the needs of you and your dependents.

◇ [Retirement](#) and savings plans. At DOL we acknowledge that planning your financial future is important to you. DOL employees have the option of choosing between two employer match retirement plans and an optional [deferred compensation plan](#) that can be invested how you choose.

◇ [Life insurance](#) coverage.

◇ [Long term disability](#) insurance.

◇ Optional [flexible spending account](#).

◇ Optional [long term care insurance](#).

◇ Optional [discounted auto and home insurance](#) plans.

DIVERSITY

The Washington State Department of Licensing celebrates a diverse workforce. It is our policy to provide equal opportunity in all terms and conditions of employment. We encourage all qualified persons, including members of protected groups under applicable state or federal law, to apply for our open positions.

Persons with disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492.

PREFERRED QUALIFICATIONS:

We may grant additional consideration to candidates whose application packages demonstrate the following:

- Five or more years progressively responsible management experience including human resource management; of which three years must be as a mid-level manager or higher;
- Two years or more experience managing a regulatory program and effectively collaborating with staff, the public, and stakeholders;
- One year or more experience managing a budget and determining revenue needs;
- Excellent oral and written communication skills;
- Bachelor's degree in business administration, public administration or other related field

APPLICATION INSTRUCTIONS

To apply for this position, e-mail the following to HRrecruit@dol.wa.gov with a subject line of "**10-028W -DRAA**".

1. A written explanation describing how your skills and experience meet the KSAs and PREFERRED QUALIFICATIONS in this announcement.
2. Your chronological resume depicting work experience and/or education that support your letter of interest.
3. A list of at least 3 professional references including names, professional titles, and current phone numbers.

NOTES

This position is in the Washington Management Service (WMS), Band 2. Starting annual compensation is up to \$74,000 and may be negotiable depending upon qualifications. Additionally, WMS incumbents may be eligible for growth and progression increases as recognition of development on the job.

The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

Candidates referred from this recruitment may be used to fill, similar vacancies.